

**Subpart B—Program Requirements**

1234.10 Agency responsibilities.

**Subpart C—Standards for the Creation, Use, Preservation, and Disposition of Electronic Records**

1234.20 Creation and use of data files.

1234.22 Creation and use of text documents.

1234.24 Standards for managing electronic mail records.

1234.26 Judicial use of electronic records.

1234.28 Security of electronic records.

1234.30 Selection and maintenance of electronic records storage media.

1234.32 Retention and disposition of electronic records.

1234.34 Destruction of electronic records.

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**Subpart A—General****§ 1234.1 Scope of part.**

This part establishes the basic requirements related to the creation, maintenance, use, and disposition of electronic records. Electronic records include numeric, graphic, and text information, which may be recorded on any medium capable of being read by a computer and which satisfies the definition of a record. This includes, but is not limited to, magnetic media, such as tapes and disks, and optical disks. Unless otherwise noted, these requirements apply to all electronic information systems, whether on microcomputers, minicomputers, or mainframe computers, regardless of storage media, in network or stand-alone configurations. This part also covers creation, maintenance and use, and disposition of Federal records created by individuals using electronic mail applications.

[60 FR 44640, Aug. 28, 1995]

**§ 1234.2 Definitions.**

Basic records management terms are defined in 36 CFR 1220.14. As used in part 1234—

*Data base* means a set of data, consisting of at least one data file, that is sufficient for a given purpose.

*Data base management system* means a software system used to access and retrieve data stored in a data base.

*Data file* means related numeric, textual, or graphic information that is organized in a strictly prescribed form and format.

*Electronic information system.* A system that contains and provides access to computerized Federal records and other information.

*Electronic mail message.* A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message.

*Electronic mail system.* A computer application used to create, receive, and transmit messages and other documents. Excluded from this definition are file transfer utilities (software that transmits files between users but does not retain any transmission data), data systems used to collect and process data that have been organized into data files or data bases on either personal computers or mainframe computers, and word processing documents not transmitted on an e-mail system.

*Electronic record* means any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record in 44 U.S.C. 3301.

*Electronic recordkeeping system.* An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.

*Text documents* means narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format.

*Transmission and receipt data.*

(1) *Transmission data.* Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and time messages were sent.

(2) *Receipt data.* Information in electronic mail systems regarding date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).

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